

UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA

Vacancy Announcement

CLERK OF COURT

Judicial Salary Plan Classification Level: JSP 16 - 17

Salary range: \$148,621 to \$168,700
Depending upon experience and qualifications

Current COLA for Anchorage is 5.57%

Position open until filled; preference given to resumes received by March 13, 2015

The United States District Court for the District of Alaska is seeking a dynamic, inspiring, and effective leader for the position of Clerk of Court. The district wants a clerk who is committed to innovative management and continued technological advances throughout the court.

The District of Alaska is the largest federal judicial district in the nation. There are three divisional offices as well as court facilities and employees in four cities. Two of our court houses are accessible only by ship or plane. The clerk's office serves six active and senior District Judges, as well as one full-time and three part-time Magistrate Judges. The Clerk serves under the direction of the Chief Judge in managing the operational and administrative activities of the court. The Clerk also oversees the performance of the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751.

The clerk's office employs approximately 30 people. The district is committed to developing an office culture and style of management based on consensus-building and team empowerment. The district is interested in pursuing effective and efficient management practices, such as sharing administrative and information technology services with the U.S. Probation and Pretrial Services office. To that end, the Clerk will work in conjunction with the Chief Probation and Pretrial Services Officer to manage those resources.

The Clerk is responsible for:

- Working closely with the Chief Judge regarding court administration and policy.
- Developing innovative approaches to achieving the court's mission.
- Managing the district court's annual budget and financial service function.
- Providing oversight in the development and revision of internal control procedures.
- Creating a vision of excellence through comprehensive human resources and information technology services to the court.
- Designing and managing training programs.
- Providing general assistance to the court in the execution of day to day responsibilities.
- Serving as liaison for the court to federal and local government agencies, bar groups, media representatives, and the public.
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the court.
- Directing the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court.
- Directing development and administration of comprehensive emergency preparedness plans.
- Coordinating statistical studies and reports as required by the court, the circuit, and the Administrative Office of the U.S. Courts.

QUALIFICATIONS:

EDUCATION

An associate's or bachelor's degree is required. An emphasis in government, public, business or judicial administration or related field is preferred. A post graduate degree in public, business or judicial administration or Juris Doctorate will be favorably considered.

EXPERIENCE

This position requires a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility. Such experience typically includes operational knowledge, financial management, space and facilities management, human

resources management, oversight of information technology and long and short range planning.

ADDITIONAL DESIRED QUALIFICATIONS

- Strong interpersonal skills and the ability to work effectively with a wide variety of personalities;
- Proven ability to establish and maintain good working relations with employees, supervisors, and managers; judges and judicial staff; and outside stakeholders;
- Team-based management style;
- Demonstrated initiative, proactive management approach, problem-solving skills, and conflict-resolution skills;
- Ability to consistently meet deadlines and sustained ability to meet goals;
- Ability to give and receive directions and to communicate clearly and effectively, orally and in writing; and
- Ability to manage staff at other geographic locations in the district.
- Ability to effectively and efficiently manage court facilities and assets.

BACKGROUND INVESTIGATION

This is an executive, highly-sensitive position within the judiciary. Employment is provisional pending the successful completion of a ten year, full field background investigation and favorable suitability determination. Investigative updates are required every five years.

PROCEDURES FOR SELECTION

The court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant. Some eligible relocation expenses may be reimbursable.

APPLICATION PACKAGE

Qualified applicants should submit the following:

- Cover letter
- Resume detailing years of specialized experience, including management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised.
- In one typewritten page only, answer the following question:

What would you bring to this position that is not apparent in your resume?

Application materials may be submitted by email (Word or PDF) to:

hr@akd.uscourts.gov

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.